

CEDAR CREEK HOMEOWNERS ASSOCIATION (CCHOA)

HOMEOWNER CHANGE REQUEST PROCESS

The CCHOA requires a change process to be followed when the owner of a home in the CCHOA wishes to make a change that affects the structure, patio, etc. Failure to do so may result in 'undoing' the change made if the board determines that it does not meet the requirements of the CCHOA.

The purpose of the process is to ensure that all changes meet the requirements of the CCHOA and that the responsibility for the completed change is clearly outlined for the current and future owners of the home.

The process for requesting a change is as follows:

1. The owner must make a formal request to the board outlining the planned change. This has to include a detail plan with specific measures for the board to review. The request can be emailed to the board members or can be delivered to any board member.
2. The board will review, investigate, and 'approve or deny' the request within a reasonable time period. This may include questions by phone or email, a physical viewing, etc. If the request is denied the process is ended. The homeowner does have the right to submit a new request with changes at any time and the process starts over.

For approved requests the process continues as follows:

1. The owner completes the project and then notifies the board.
2. The board reviews the completed work to ensure it is what was approved.
3. The board issues a Compliance Form indicating the project was completed that the owner must sign.
4. Once the owner has signed and returned the form, the President signs the form.
5. A copy is made for the owner and the original is stored in the Association Safety Deposit Box.